

**PROBATE / GUARDIANSHIP
CIRCUIT JUDGE, THOMAS M. BEVERLY
DIVISION PR-B**

PROCEDURES AS OF AUGUST 21, 2023

EX PARTE HEARINGS are suspended until further notice.

All proposed orders should be filed through the e-portal.

Please refer to our procedures below as the **exceptions** for admitting wills and orders of discharge will not change at this time. They must still be submitted directly to the Clerk in paper form, formatted for a wet signature ***not*** with the DJMCA codes.

You may click on this link for order templates and instructions on how to file your proposed orders: <https://www.jud4.org/Proposed-Orders-EFiling.aspx> (if you have more than one order to submit, one cover letter is sufficient – you do not need to submit cover letter for each order). **Also**, if a hearing was held, please reference the hearing date in your cover letter.

Additionally, petitions and/or motions must be filed through the Clerk and docketed prior to submitting your proposed orders. Pleadings are filed through the Clerk and proposed orders come directly to the Court (not through the Clerk). The Court will not submit unfiled petitions and/or motions to the Clerk for filing.

ELECTRONIC ORDERS: ***Exceptions:***

- Order Admitting Original Will along with any simultaneous order(s) such as an Order Appointing Personal Representative; Letters of Administration; or Order of Summary Administration.
 - These should be formatted for a wet signature and mailed directly to the Clerk (not filed on the portal) or via hand delivery. Please do not email the clerk.
- Order of Discharge – Probate and Guardianship:
 - If the Clerk has not yet approved the case for discharge, the order of discharge should be sent to the clerk via U.S. Mail or hand delivery. You may wait for the Clerk's audit report to be docketed, then submit your order through the portal. Please do not email the clerk.

URGENT ORDERS: You may still send those via email. The email must include the following information:
subject line: URGENT: Case number, case name, and reason for the email (*e.g.*, PENDING SALE; EMERGENCY TEMPORARY GUARDIAN, etc.)

REQUESTS FOR HEARINGS:

- Email works best for hearing requests. The Zoom link will be provided by the Judicial Assistant upon confirmation of a date and time.

PLEASE CHECK THE DOCKET for updates before contacting the Judicial Assistant for a case status.

EMAIL AND VOICEMAIL MESSAGES will be returned in the order received. Your patience is appreciated!

Thank you,
Thomas M. Beverly, Circuit Judge
Priscilla Watts, Judicial Assistant
Probate Division PR-B
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